

JOB OPPORTUNITY

Posting Date

MASSACHUSETTS TRIAL COURT

Job Description and Qualifications for Probation Account Clerk Series

This position is part of a series that includes a number of levels. Employees are appointed to the entry level and are eligible to advance to the higher levels consistent with this job description and Trial Court policies.

All Applications must be received by:

SUMMARY OF SERIES:

This series is responsible for performing a variety of duties related to the performance of accounting and bookkeeping functions within a Probation Office. Responsibilities assigned in this series include overseeing the collection of monies and checks, processing disbursements, daily and monthly posting, maintaining trial balances, and maintaining and balancing accounts. The position title above the entry level requires more knowledge of accounting procedures, court operations and the exercise of more independent judgement. Employees are hired at the entry level and are eligible for reclassification to the higher level position title consistent with the specifications for the higher level position title. The position title reverts to the entry level when there is a vacancy.

ORGANIZATIONAL LEVELS:

Probation Account Clerk I - This is the entry level position title within this series. Employees at this level are expected to perform a variety of duties which involve basic accounting and bookkeeping principles, including overseeing monies collected, posting to accounts and coordinating deposits activities. Employees are also expected to perform case processing duties as necessary.

Probation Account Clerk II - This is the second level position title within this series. Employees at this second level are expected to be cross trained to perform administrative duties in the areas of budget, payroll and procurement. Employees at this level must have comprehensive training in all accounting and bookkeeping functions and procedures within a particular office of a court division, and training in administrative functions. Employees are also expected to perform more advanced case processing duties as necessary.

MAJOR DUTIES:

Probation Account Clerk I Duties:

Reconciles all revenues collected on a daily basis. Checks balances against accounting receipt records.

Posts accounting data on the Probation Receipt Accounting System or other accounting system on a daily basis.

Prepares bank account deposit documents and confirms deposit totals. May make bank account deposits.

Verifies accounting status of all individuals listed on daily court lists.

Completes end of the month closing process and disburses revenues and other funds to the appropriate entities. Provides Clerk's office with monthly revenue reports and works with Clerk's staff to resolve discrepancies.

Prepares financial and statistical reports such as revenue summaries, revenue transmittal sheets, trial balance reports, bank account reconciliation forms, IV-D reports, and statistical summaries on accounting activities.

Prepares accounting histories in order to assist in revenue collection efforts.

Maintains and serves as point of contact to the Administrative Offices concerning accounting issues.

Performs case processing duties in addition to performing accounting duties.

Answers incoming calls and provides routine information in response to inquiries.

Interacts with and assists attorneys, litigants, law enforcement personnel, court staff, and the general public. This includes responding to routine requests for information and assistance from the public regarding the payment of monies to the court.

Performs related duties as required.

Probation Account Clerk II Additional Duties:

Assists in the maintenance and preparation of local controls.

Cross trained to provide assistance in the areas of payroll, procurement, expenditure of funds, and budget preparation.

Performs more advanced case processing duties in addition to performing accounting duties.

Performs all of the duties of the lower level within this series as required.

POSITION REQUIREMENTS:

Probation Account Clerk I Requirements:

Graduation from high school and six years of bookkeeping and clerical experience, or an equivalent combination of education and experience.

Knowledge of basic accounting and bookkeeping procedures.

General knowledge of and ability to use personal computers and word processing software preferred.

Ability to use a calculator, perform basic arithmetic, and perform routine computer data entry.

Ability to serve the public and others with court business in a courteous and professional manner.

Ability to learn the procedures and functions of the office to which position is assigned.

Ability to understand and follow verbal and written instructions.

Ability to establish and maintain effective working relationships with court staff.

Probation Account Clerk II Additional Requirements:

A minimum of two years of experience as a Probation Account Clerk I.

Considerable knowledge of the full range of cashiering, bookkeeping, and accounting duties of a court office. Ability to identify and take appropriate action on problems with court documents, fiscal accounts, and court records.

Considerable knowledge of the fiscal policies of the Trial Court and the requirements for court compliance.

Working knowledge of the procedures related the all of the cases processed by the office.

Working knowledge of word processing software used by the court and the ability to use such software to prepare memoranda , letters, correspondence, etc...

Ability to work independently and exercise some supervision over entry level staff.

ENTRY LEVEL SALARY:

Completed Trial Court [Application for Employment](#) should be forwarded to:

Applications for Employment are available at all court locations and at the Administrative Office or may be downloaded from <http://www.mass.gov/courts/jobs> or from the Trial Court Intranet web site at <http://trialcourtweb.jud.state.ma.us/jobs>

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER